



OFFICE OF THE DIRECTOR

NATIONAL HEADQUARTERS
SELECTIVE SERVICE SYSTEM

1712 G STREET NORTHWEST

WASHINGTON 25, D. C.
January 10, 1951

IN REPLYING ADDRESS
THE DIRECTOR OF SELECTIVE SERVICE
AND REFER TO NO.

4-9-1

Lieut. General Walter Bedell Smith
Director, Central Intelligence Agency
2430 E Street, N. W.
Washington, D. C.

Dear General Smith:

I am enclosing a copy of the Selective Service Form Manual, compiled at this Headquarters in furtherance of this agency's records management program. Included in this volume will be found all forms prescribed by the Selective Service System for official use, as well as those adopted from other Federal agencies for operational purposes. In addition to a visual presentation of each form, it is intended that all steps pertinent to its preparation, use, distribution, and disposal be made readily available to all administrative offices of the Selective Service System. The document thus becomes an operational tool, as well as a legal, research and historical exhibit. No attempt has been made in this edition to include standard forms prescribed in personnel administration or the procurement of and accounting for funds. This phase of agency operation is under study and will be included in a later edition.

I will appreciate receiving comments from your office both as to the content and arrangement of the material contained in this publication, with any material of a similar nature compiled in your agency. It is my belief that this approach to the question of forms, which probably represent the very greater part of the bulk of the records of this agency, is unique in government. Should you desire additional copies they are available at your request.

Sincerely yours,

Lewis B. Hershey
DIRECTOR

Enclosure

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1	DD/A	Lt	11 Jan
2	Personnel Director		
3			
4			
5			
FROM		INITIALS	DATE
1	Asst to the Director	HJM/c	11 Jan
2			
3			

<input type="checkbox"/> APPROVAL	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> RETURN
<input type="checkbox"/> COMMENT	<input checked="" type="checkbox"/> PREPARATION OF REPLY	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> FILE

REMARKS:

(2) For preparation of reply
& return to this office.
Please comply with "interim
reply instructions" if appropriate
in this case.

ORIGINAL DOCUMENT MISSING PAGE(S):

Attachments missing